

Board of Trustees Regular Meeting – May 12, 2014

The Board of Trustees of Joliet School District No. 7 held a Regular meeting on May 12, 2014, at 7:00 p.m. in the Joliet School Library Room. Board members present were Dawn Blain, Sharon Songstad, Corie Mydland, Melvin Stene, Clinton Kramer, Brad Stephenson and Justin Oswald. Also present were Jeff Bermes, Superintendent, Jeanne Carroll, District Clerk/Business Manager, and Marilyn Vukonich, High School Principal.

Melvin Stene, Chairman, called the meeting to order at 7:00 p.m. Clinton Kramer made a motion to accept the Consent Agenda. Sharon Songstad seconded the motion. It was unanimously carried.

Melvin Stene explained and asked for public comment. There was none.

Reports—Mr. Bermes requested that these be done at the end of the agenda.

Executive Session was explained to the audience. The Board adjourned into Executive Session at 7:09 p.m. They came back into Regular Session at 7:15 p.m.

Justin Oswald made a motion to allow credit to be given as long as no more school is missed. Corie Mydland seconded the motion. It was unanimously carried.

New Business

Item #3 Senior Bus Request

Mrs. Beede is here on behalf of the Senior Parents who are requesting a bus and driver to take the Senior Class from the Joliet School to the Ruggles residence. Mrs. Ruggles is also present for this meeting to make the request.

They didn't raise enough money, so they are looking for the best solution for a non-alcoholic party. They have games planned and plenty of chaperones (8 parents). They plan to pick students up from the parking lot at the school. Bob Reed will monitor the kids getting on the bus at 8:30 p.m. The party starts at 9 p.m. till 1:30 a.m. Parents must pick them up if they are leaving earlier. Bringing a friend requests must have been approved. There will be 38 kids coming total. 16 kids are coming with Joliet school friends. They will be playing Minute-to-Win-It games, team building, bonfire, etc. Sam Smith will drive the bus. Sharon Songstad said that's a lot of work. Mr. Bermes recommended no backpacks be allowed. Sharon Songstad made a motion to provide a bus. Corie Mydland seconded the motion. It was unanimously carried.

Reports

Item #1 Building Report

Mr. Bermes prioritized projects by moving the secretary's office, energy retrofit and football lights. He wants to move some cameras or add to them. Pour the rest of the concrete for the new pole barn addition with rain gutter estimate. He said there has been trouble with the bathroom in the high school office area. There's a dip in the sewer beneath Mrs. Clement's room. It needs to be flushed every year with high pressure.

Item #2 Negotiations

The Board currently has an offer on the table. Everyone was here.

Item #3 Hiring Committee

There are numerous open positions.

Item #4 Policy Committee

Job descriptions for the new administrative assistant and one secretary need to be worked on. Also the handbook with some updates from Joe Brott from MTSBA. The committee will meet on Monday, May 19th at 6 p.m.

Nicole Means went to the Lewis & Clark Caverns last Wednesday with her class and shared one thank you from a student. Mr. Bermes read it aloud. Mrs. Means thanked everyone for the opportunity.

New Business

Item #1 Elementary Structure

Mr. Bermes wants to discuss the direction the Board would like to go in to organize the elementary in terms of student numbers for teachers. He is seeking input 1) The Board has a recommended number of students per teacher guideline in place, 2) the determination of how we structure the elementary will determine the need to hire more teachers. Some thoughts he has are to bring an elementary teacher in and not do a counselor. Justin Oswald asked if there is room. Mr. Bermes said his area would be the special ed area and he would move to Mrs. Carroll's old office. There was discussion. Mr. Bermes said character education would be handled by a teacher and follow-up. His ideal would be to hire ½ technology and ½ elementary counselor. Mr. Bermes asked the Board what their priorities are. Sharon Songstad and Melvin Stene said a counselor is needed. Brad Stephenson said teaching is first, then a counselor. Mr. Turk would be an option and is covered by accreditation. Also the administrative position should help with this. Mr. Bermes and the Board agree to keep open for a teacher and see what applicants come in. Mr. Bermes said he is just looking for Board information. He said we are behind in technologies. He said instead of music 5 days a week, we need to go 3 and do 2 in keyboarding. He said enrollment is declining and may have to layoff next year. He said there are too many Middle School and High School teachers for the enrollment.

Item #2 K-12 Librarian Position

Mr. Bermes said it is unique in that he has a staff member who would like to be moved to this position, but needs to get started on course work and sign for classes very soon if the Board is in favor of the move. Miss Koon has expressed interest in this position, but does not want to sign up for classes if the Board waits an extended period of time trying to find more candidates and she doesn't get the job. There aren't any qualified applicants. There are a lot of upfront costs for Miss Koon. Miss Koon was present and said she would sign up through "SWIM" North Texas University. They only accept 35, then she would have to go to MSU. There are six consecutive semesters. Most of the classes are online. Two are with people in Billings for a support network. It will cost her about \$20,000. The conference is tomorrow night to see if she's interested. Mr. Bermes said this would be an internship. Clinton Kramer and Dawn Blain said this shows a big commitment. Mr. Bermes asked what about the technology component. Miss Koon said she would have classes on this. She will let Mr. Bermes know Wednesday morning and he will visit with the Board.

Item #4 Summer Building Projects

Mr. Bermes and Russ Salo will get together on the library office to cut the hole in the wall with a buzz-in system for admittance for the secretary's new office and later on for the four classrooms. They will report back at the June meeting. He would like to accept the bid for the HVAC retrofit that will need to be addressed, and also, where to go on the football field lights. Mr. Salo can get a bid from Northwestern Energy. Sharon Songstad asked about volunteers. It will be inspected by the building inspector. The Board discussed these projects. Justin Oswald

suggested putting poles up with the old lights. Mr. Bermes said he will check around. Sharon Songstad made a motion to go ahead on the energy retro-fit on the air handlers and heat controls. Justin Oswald seconded the motion. It was unanimously carried.

Item #8 Summer Curriculum Stipends

Mr. Bermes recommended to the Board that stipends be paid to teachers that are willing to come in this summer and work on Common Core Curriculum. He is requesting two days at a time with \$100/day, so a total allowance of stipends of \$3,000 total. Corie Mydland made a motion to approve \$100/day for common core curriculum and instructional practices. Dawn Blain seconded the motion. It was unanimously carried.

Item #9 Health Insurance

Mr. Bermes said based on the Collective Bargaining Agreement, the committee has recommended MUST for the 2014-15 year with a three year commitment. Mr. Stene doesn't like the idea of a three year commitment and assessment. Corie Mydland made a motion to accept MUST as the health insurance provider for three years. Sharon Songstad seconded the motion. It was unanimously carried.

Item #10 Certified Non-Recommendations for the 2013-14 School Year

Justin Oswald made a motion to non-renew Kim Wichman with no cause. Clinton Kramer seconded the motion. It was unanimously carried.

Item #11 Classified Recommendations for the 2014-15 School Year

Mr. Bermes recommends the following classified positions be hired:

Janitorial: Christine Bergum: 40 hours per week 2080/year

Rod Bond: 40 hours per week 2080/year

Tammy Taylor: 40 hours per week 2080/year

Maintenance:

Russ Salo: 40 hours per week 2080/year

Dale Limberhand: 40 hours per week 2080/year plus overtime for night security

Bus Drivers:

Allen Eik, John Fischer, Sam Smith, and Amber Hogg

Kitchen: Linda Mickle, Head Cook 40 hours per week starting August 18th through May 25th, 2015; Helen Biorn, Assistant Cook 35 hours per week; Kelly Songstad, Cook 32 hours per week; Amber Hogg-Kitchen Helper 24 hours per week.

Dawn Blain made a motion to hire all of the above listed classified staff. Clinton Kramer seconded the motion. It was unanimously carried.

Secretary Reorganization:

Mr. Bermes recommends hiring Mrs. Williams full time for the 2014-15 school year. The year will be defined as July 1st to June 30th, 2015. Dawn Blain made a motion to hire Mrs. Williams full-time and reinstate full-time benefits. Corie Mydland seconded the motion. It was unanimously carried.

Administrative Assistant:

Mr. Bermes recommends this new position be a salaried position with a 215 day contract. He also recommends a salary base of \$28,500 and adjusted from there based on experience and education. He recommends the position be given the district paid single insurance benefit. Dawn Blain made a motion to develop the job description for this new position and pay for the above stated contract length and rate of pay/insurance. Sharon Songstad seconded the motion.

It was unanimously carried. Mr. Bermes said this position would help out with hiring substitutes, the secretary will be in charge of student paperwork and the lunch program and transportation program, just to name a few, so that he and Mrs. Vukonich can get back in the classrooms.

Item #12 Summer School Teachers

Mr. Bermes recommends hiring Ms. Jensen and Mrs. White as the summer school teachers, with contracts for these hires to be for \$1500 each (5 day/week sessions) for the session to begin on June 16th and end on July 2nd. Sharon Songstad made a motion to hire as stated above. Clinton Kramer seconded the motion. It was unanimously carried.

Item #13 Summer Help

Mr. Bermes requested permission to tentatively hire the best qualified applicants for the part-time summer positions until the Board can approve them in June. He would like to hire Diane Manis inside and then two for outside. The Board gave their permission.

Item #14 Business Manager Wage Increase

Mr. Bermes recommends that the Business Manager's hourly wage be increased to \$22.00/hour from \$20.99/hour. Corie Mydland made a motion to approve the wage increase for Mrs. Carroll. Dawn Blain seconded the motion. It was unanimously carried.

Item #15 Administrative Wage Increase

Mr. Bermes recommends that Mrs. Vukonich's contract state that she is the 5-12 principal with a 205 day salary of \$67,600, from \$65,520. Clinton Kramer made a motion to hire Mrs. Vukonich as stated with a wage of \$67,600 for the 2014-15 year. Sharon Songstad seconded the motion. It was unanimously carried.

Item #5 Trustee Oath of Office

Mrs. Carroll, District Clerk, gave the oath of office to incumbents and new trustees by acclamation, Corie Mydland and Dawn Blain.

Item #6 Appoint Clerk of District

Clinton Kramer made a motion to appoint Mrs. Jeanne Carroll as Clerk of the District. Justin Oswald seconded the motion. It was unanimously carried.

Item #7 Board Reorganization to Include Committees

Sharon Songstad made a motion to have Melvin Stene as Chairman. Corie Mydland seconded the motion. It was unanimously carried. Justin Oswald will be Vice-Chairman. Board Committee Members are as follows: (see list on last page)

Superintendent's/Principal's/Athletic Director's/District Clerk/Business Manager's Reports

Mr. Bermes said items for the next agenda are substitute pay, lunch prices, finished testing—the kids say it's very hard. Mr. Bermes said he feels the state is using us as guinea pigs for baselines. He is concerned about the integrity of the tests. May 13th is the Sports Banquet at 6 p.m. at the Community Center. Mr. Allen has a recommendation for an Assistant Coach that will be coming to the Board. Mr. Bermes will also have recommendations for some of the open coaching positions. He reviewed the calendar with the Board. State Track is the week after school is out. He also talked about common core, the schedules before teachers leave and the Science Fair will be in the old gym on Wednesday.

Mrs. Vukonich handed out her report and briefly reviewed it.

Mr. Bermes recommended the Board approve Kerri Clement's resignation. Justin Oswald made a motion to accept the resignation. Clinton Kramer seconded the motion. It was unanimously carried.

Items for the Next Agenda – June 9, 2014 at 7 PM—Regular Meeting

Item #1 Job Descriptions
Item #2 Lunch Prices
Item #3 Substitute Pay
Item #4

The next Regular Board meeting will be held on June 9, 2014 at 7 p.m. in the Library.

Melvin Stene wanted to remind everyone annually, to show yourself in an admirable and respectable way.

Dawn Blain made a motion to adjourn the meeting at 8:55 p.m. Brad Stephenson seconded the motion. It was unanimously carried.

Approved _____

Clerk _____

Chairman _____